

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List



Schedule 36: The Office, Imaging, and Document Solution

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is:

<http://www.GSAAdvantage.gov>.

Contract Number: GS-03F-060DA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at www.gsa.gov.

Contract Period: February 16, 2016 to February 15, 2021

Contractor Name: **National Industries for the Blind**

Address: 1310 Braddock Place
Alexandria, VA 22314-1691

Phone Number: (703) 310-0330

Fax Number: (703) 310-0494

E-mail: bganzert@nib.org

Website: <http://www.nib.org>

Contract Administrator: Brian Ganzert, Director, Contract Administration and Pricing Support

Business Size: Other than Small

Effective Date: February 16, 2016

**CUSTOMER INFORMATION:****1a. Table of Awarded Special Item Numbers (SINs):**

Special Item Number	Special Item Description	Awarded Labor Category Description	Awarded Labor Rates
733-1/ 733-1RC	Mail Room Administrative Support Services	4	8
733-2/ 733-2RC	Presort Mail	4	8
733-3/733-3RC	Miscellaneous Mail Services	4	8
733-4/C33-4RC	List Management Services	4	8
51-505/ C1-505RC	Document Production On-site and Off-site Services	5	8
51-506/51-506RC	Document Conversion Services	5-7	8

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. See page 8**1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. Please see pages 4-8.****2. Maximum Order Limitation:** \$1,000,000**3. Minimum Order:** \$100.00**4. Geographic Coverage:** Domestic delivery only (48 contiguous states and DC, AK, HI, PR)**5. Point of Production:** US**6. Discount from list prices or statement of net price:** Prices shown herein are net prices**7. Quantity discounts:** 1% on orders exceeding \$1,000,000**8. Prompt payment terms:** Net 30 Days**9a. Government purchase cards are accepted** up to the micro-purchase threshold.**9b. Government purchase cards are accepted** above the micro-purchase threshold.**10. Foreign items:** None**11a. Time of Delivery:** As specified in the Task Order**11b. Expedited Delivery:** Contact Contractor**11c. Overnight and 2-day delivery:** Contact Contractor**11d. Urgent Requirements:** Contact Contractor



12. **FOB Point:** Destination
- 13a. **Ordering Address:** National Industries for the Blind
1310 Braddock Place,
Alexandria, VA 22314
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule homepage (www.gsa.gov/schedules).
14. **Payment address:** National Industries for the Blind
1310 Braddock Place,
Alexandria, VA 22314
15. **Warranty provision:** Contractor's standard commercial warranty applies
16. **Export Packing Charges:** N/A
17. **Terms and conditions of Government commercial credit card acceptance:** Government purchase cards are accepted above the micro-purchase threshold.
18. **Terms and conditions of rental, maintenance, and repair:** N/A
19. **Terms and conditions of installation:** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
- 20a. **Terms and conditions for any other services:** N/A
21. **List of service and distribution points:** N/A
22. **List of participating dealers:** N/A
23. **Preventive maintenance:** N/A
- 24a. **Environmental attributes:** N/A
- 24b. **Section 508 compliance information:** Available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. **Data Universal Number System (DUNS):** 001672120
26. **System for Award Management (SAM) database:** National Industries for the Blind is registered in the SAM database.



GSA Awarded Labor Categories:

SIN 733-1(RC)

Mail Room Supervisor	
Minimum Experience:	Minimum of two (2) years of experience required in mailroom operations and logistics.
Minimum Education:	High school diploma with college a plus.
Functional Requirements:	Supervises staff in operation of a mailroom and ensures quality control for customer. Excellent organization skill required and experience in managing and tracking data. Must have general knowledge of computer systems and use in mailroom operations.

SIN733-2(RC)

Assistant Mail Room Supervisor	
Minimum Experience:	Minimum of one (1) year of experience required.
Minimum Education:	High School/Vocational School Diploma or GED certificate.
Functional Requirements:	Assists in supervising staff in operation of a mailroom and works to ensure quality control for customer. Acts as a resource for the Mail Room Supervisor as needed. Must have general knowledge of computer systems and use in mailroom operations.

SIN733-3(RC)

General Clerk II**	
Minimum Experience:	Minimum of 6 months clerical experience.
Minimum Education:	High School/Vocational School Diploma or GED certificate.
Functional Requirements:	Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

SIN 733-4(RC)

General Clerk III**	
Minimum Experience:	Minimum of one (1) year clerical experience.
Minimum Education:	High School/Vocational School Diploma or GED certificate.
Functional Requirements:	Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

**SIN 51-505 (RC)**

Copy Center Supervisor	
Minimum Experience:	One (1) year supervisory experience of office personnel. One year of work with LAN-based copiers or similar equipment.
Minimum Education:	High school diploma with college a plus.
Functional Requirements:	Supervises copy center staff in operation of LAN-based copier system. Maintains quality control records for all copiers in four building complex. Order & restock paper, toner and other office supplies. Maintain all copiers in operational order, and arrange for service when required.

SIN 51-506

Project Manager	
Minimum Experience:	Minimum on one (1) year experience. Basic education, training, or significant job related experience in successfully managing projects and tasks in accordance with best industry practices. Knowledgeable and experienced in execution and control of projects within cost and schedule constraints.
Minimum Education:	Bachelor's Degree minimum.
Functional Requirements:	Primary point-of-contact and will monitor the activity and quality level of work performed. The PM will ensure best practices are implemented through Standard Operating Procedure (SOP) Manuals. The Project Manager is responsible for developing and maintaining standard reports and performance metrics. The Project Manager will conduct scheduled quality reviews. Manage assigned projects or tasks in compliance with the statement of work. Manage Change Management Control and Scope Management. Mitigates risk in assigned areas and develops innovative approaches to problem resolution.

Document Preparation Clerk (Document Preparer)**	
Minimum Experience:	Minimum of one (1) year clerical experience.
Minimum Education:	High School/Vocational School Diploma or GED certificate.
Functional Requirements:	Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.



General Clerk II**	
Minimum Experience:	Minimum of 6 months clerical experience.
Minimum Education:	High School/Vocational School Diploma or GED certificate.
Functional Requirements:	Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

General Clerk III**	
Minimum Experience:	Minimum of one (1) year clerical experience.
Minimum Education:	High School/Vocational School Diploma or GED certificate.
Functional Requirements:	Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Data Entry Operator I**	
Minimum Experience:	Minimum 6 months experience with data entry or data services preferred.
Minimum Education:	High School/Vocational School Diploma or GED certificate.
Functional Requirements:	Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

Shipping/Receiving Clerk**	
Minimum Experience:	One (1) year general experience.
Minimum Education:	High School/Vocational School Diploma or GED certificate.
Functional Requirements:	<p>Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual nonroutine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.</p> <p>Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.</p> <p>Receiving duties typically involve the following: Verifying the correctness of</p>



	incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.
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Transcriptionist**	
Minimum Experience:	Minimum 1 year experience for non-medical transcription. Type at least 60 wpm. Minimum of 2 years' experience typing hospital transcription (for medical transcription only). Medical Transcriptionist must be familiar with standard concepts, practices and procedures within a medical field.
Minimum Education:	High School/Vocational School Diploma or GED certificate. Medical Transcription (only) requires graduation from a Medical Transcription program. Passing grade on pre-employment test. Knowledge of the current Book Style.
Functional Requirements:	Listens to dictated recordings and transcribe them into reports, correspondence, and other administrative material. Transcribes medical dictation by physicians and other medical practitioners pertaining to patients' assessments, diagnostics, therapy and other medical reports.

**GSA Awarded Pricing**

SIN	Labor Category	GSA Price
733-1	Mailroom Supervisor	\$26.13
733-2	Asst. Mailroom Supervisor	\$20.33
733-3	General Clerk II**	\$38.38
733-4	General Clerk III*	\$40.48
51-505	Copy Center Supervisor	\$24.66
51-506	Document Preparation Clerk (Document Preparer)**	\$33.84
51-506	General Clerk II*	\$38.38
51-506	General Clerk III*	\$40.48
51-506	Data Entry Operator I**	\$31.77
51-506	Shipping/Receiving Clerk**	\$36.74
51-506	Project Manager	\$61.06
51-506	Transcriptionist**	\$42.44
51-506	Transcriptions per line**	\$0.26 / line



Service Contract Act Matrix

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Document Preparation Clerk (Document Preparer)	Document Preparation Clerk (01070)	05-2059
General Clerk II	General Clerk II (01112)	05-2059
General Clerk III	General Clerk III (01113)	05-2059
Data Entry Operator I	Data Entry Operator I (01051)	05-2059
Shipping/Receiving Clerk	Shipping/Receiving Clerk (21130)	05-2059
Transcriptionist	Medical Transcriptionist (12195)	05-2059

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.